

**EXAMPLE II.23**

**REQUEST LETTER FOR ADDITION OF CONNECTED USER AND  
DIGITAL CERTIFICATE TOKEN, REPLACEMENT, AND/OR  
EXTENSION OF DIGITAL CERTIFICATE ACTIVE PERIOD**

No. ...<sup>1</sup>

To

Bank Indonesia

Payment System Management Department

Fund Settlement and Securities Operation Division

Building D Floor 3

Jalan M.H. Thamrin No. 2

JAKARTA 10350

Re : **Request for (Addition of Connected User and Digital Certificate/  
Replacement of Digital Certificate/ Extension of Digital Certificate Active  
Period)<sup>2</sup> in Sistem BI-RTGS Implementation**

We hereby lodge a request for Addition of Connected User and Digital Certificate/  
Replacement of Digital Certificate/ Extension of Digital Certificate Active Period)<sup>3</sup> in Sistem  
BI-RTGS operation as follows:

1. Institution/Participant Name : .....
2. Participant Code : .....
3. User email address : .....

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<sup>1</sup> Filled in with request letter number.

<sup>2</sup> Select one.

<sup>3</sup> Select one.

4. User phone number : .....
5. Connected User Name : .....<sup>4</sup>
6. Digital Certificate Hard Token Serial Number : .....<sup>5</sup>
7. Digital Certificate Soft Token Identity Number : .....<sup>6</sup>
8. Number of Connected User : .....
  - a. Number of Connected User for RPG : .....
  - b. Number of Connected User for RSTPG : .....
9. Reasons : .....<sup>7</sup>

Your kind attention will be highly appreciated.

(City), (Date) (Month) (Year)

(Institution's Name)

Signature and institution's stamp

(Representative Official Name)

(Position)

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<sup>4</sup> Filled in with replacement or extension of Digital Certificate Hard Token.

<sup>5</sup> Filled in with replacement or extension of Digital Certificate Hard Token.

<sup>6</sup> Filled in with replacement or extension of Digital Certificate Soft Token.

<sup>7</sup> Filled in if the Digital Certificate Hard Token exceeds the determined maximum number/replacement of lost, broken Digital Certificate Hard Token or any other causes.